

Job Title: TECHNICAL MANAGER III - SOUTHERN CERTIFICATION ANALYST - IPR#46345

Agency : Department of Transportation

Closing Date/Time: 05/05/2023

Salary: \$4,765 - \$8,295 MONTHLY

Job Type: Salaried Full Time

County: Sangamon

Number of Vacancies: 1

Plan/BU: NR916 - Protech Teamsters

***This position is covered by the Revolving Door Prohibition policy.**

This position is a union position; therefore, provisions of the relevant collective bargaining agreement/labor contract apply to the filling of this position.

All applicants who want to be considered for this position MUST apply electronically through the illinois.jobs2web.com website. State of Illinois employees should click the link near the top left to apply through the SuccessFactors employee career portal.

Applications submitted via email or any paper manner (mail, fax, hand delivery) will not be considered.

Agency Mission Statement

The Illinois Department of Transportation is seeking to hire a Southern Certification Analyst.

The IDOT team works diligently to provide safe, cost-effective transportation for Illinois in ways that enhance quality of life, promote economic prosperity and protect our environment. We are problem solvers and leaders, constantly searching for innovations and improvements in support of our commitment to providing the best multimodal transportation system for Illinois.

Our team fosters a culture of inclusivity. We value diversity and hold ourselves to the highest ethical standards as we work together for a common purpose. Team members frequently collaborate with colleagues and others outside the department to best meet customer needs.

The department offers extensive training and career advancement opportunities. Employees also receive a robust benefit package including:

- Monday-Friday work schedule
- Flexible work schedules are available in many program areas.
- Health, Life, Vision, and Dental Insurance
- Pension Plan
- (10) Weeks paid Maternity/Paternity Leave
- Deferred Compensation Program and other pre-tax benefit programs (Medical/Daycare)
- Employees earn (12) paid Sick Days annually.
- New Employees earn (10) paid Vacation Days their first year of service and can earn up to (25) paid Vacation Days annually.
- Employees earn (3) paid Personal Days annually.
- (13-14) paid holidays annually (based on start date)
- Tuition Reimbursement

We invite qualified applicants to apply to become part of our team. We are confident that you will take pride in serving Illinois and its residents and visitors.

Job Responsibilities

This position is responsible for conducting thorough and comprehensive evaluations and analysis of certification applications submitted by disadvantaged business enterprises (DBEs) seeking to participate in the federally mandated Illinois Unified Certification Program (IL UCP) / DBE program.

Annual number of DBE applicants reviewed:	120
Annual unit goal for construction contracts:	\$60 Million
Annual unit goal for consultant contracts:	\$30 Million
Number of annual on-site inspections of DBE firms:	60

This position reports to the Southern Certification Unit Manager. There are no subordinates reporting to this position.

Because of the Surface Transportation Assistance Act of 1982 and subsequent legislation, requirements were established regarding components of a DBE program. This and other federal legislation require the department to implement various United States Department of Transportation (USDOT) provisions supporting the fullest participation by DBEs on projects led by the department when federal funds are utilized. Each evaluation of a DBE application will be conducted according to established procedures to make a fair and objective analysis of each firm's eligibility. This is accomplished in such a manner that ensures a DBE applicant will be treated in a professional and expeditious manner regardless of each applicant's ability to meet or maintain the federal minimal requirements. In conducting the review of all applicant data, the incumbent will interact with all concerned parties in a tactful, expeditious, and professional manner.

A typical problem faced by the incumbent is ensuring that the confidential information included within each applicant's file will be analyzed in a manner to ensure that an objective analysis is made on the individual merit of each applicant firm. Furthermore, sensitive applicant data must be evaluated according to the Freedom of Information Act (FOIA) requirements throughout the certification process. The greatest challenge is ensuring that a thorough and comprehensive evaluation and analysis is conducted in a timely manner for each assigned firm.

(Job Responsibilities continued)

The incumbent ensures that assigned DBE applicants initially meet, and subsequently continue to meet, the minimal federal requirements of eligibility for the DBE program. The incumbent conducts a thorough analysis of each assigned application, an on-site review of the DBE firm, and assessment of all relevant application data to prepare an accurate and concise Application Summary Report that recommends an approval or denial for each firm. The incumbent, based upon final decision of the Administrative Review Panel (ARP), prepares decision letters on each application. The incumbent performs post reviews of the Certification Application Review forms, performs coding of summary reports, and verifies the accuracy of the firm's information and work categories prior to being listed in the certification database, the approval letters, and the Illinois Unified Certification Directory. The incumbent generates and maintains automated information to enter data on assigned applicants. The incumbent provides various reports regarding the status of firms. The incumbent prepares reports regarding the total number of firms acted upon monthly. The incumbent may be required to assist with the orientation and training of new employees on the daily activities of the position including application of federal regulations, evaluation of documentation, and onsite interviews. The incumbent responds to periodic requests for information regarding program and statistical information. The incumbent prepares No Change Affidavits and requests for information, as necessary. The incumbent makes public presentations on certification eligibility standards and explains the overall certification process to contractor associations, the public, and DBE applicants.

The incumbent receives assignments from the Southern Certification Unit Manager and, occasionally, from the Northern Certification Unit Manager or Certification Section Manager. The incumbent completes work with minimal supervision with the latitude to accomplish responsibilities, including scheduling daily activities and implementing routines to ensure accomplishment of assignments. Matters of a non-routine or sensitive nature are referred to the Southern Certification Unit Manager with recommendations for resolution. The incumbent is constrained by applicable departmental, state, and federal regulations, as well as USDOT regulations.

The incumbent maintains internal contact with staff from the central office Bureaus of Small Business Enterprises, Construction, and Design and Environment; and the district's contract compliance coordinators. Externally, contacts are with firms requesting DBE status, supportive services consultants, and federal and state officials while completing the application review process. Extensive statewide travel with overnight stays is required.

The effectiveness of this position can be measured by the incumbent's ability to make timely, objective, and accurate recommendations on each firm's eligibility to participate in the DBE program, as well as, the maintenance of an accurate database management system to supply timely reports.

Principal Accountabilities

1. Conducts a comprehensive desk evaluation and analysis of each assigned DBE certification application.
2. Conducts a thorough on-site inspection of applicants as assigned by the Southern Certification Unit Manager.
3. Prepares an accurate and concise Application Summary Report for each assigned firm to substantiate each

recommendation. Prepares other reports as required.

4. Prepares final decision letters pertaining to final action for each assigned application.
5. Enters applicant information on firms assigned in an automated computer database management system. Monitors and maintains accuracy of the database management system information for assigned applicant firms.
6. Prepares letters pertaining to assigned applicants and verifies work categories.
7. Prepares No Change Affidavits and requests for information, as necessary.
8. Edits and proofs information prior to submission for the Illinois Unified Certification Directory.
9. Makes public presentations on certification eligibility standards and explains the overall certification process to contractor associations, the public, and DBE applicants.
10. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
11. Performs other duties as assigned.

Qualifications

Position Requirements

- Education/Experience
 - Completion of a bachelor's degree majoring in business, public administration, finance, or accounting; OR
 - Completion of two years of college PLUS two years of experience working with federal programs or regulations, writing detailed reports, or a combination thereof; OR
 - Six years of experience working with federal programs or regulations, writing detailed reports, or a combination thereof
- Valid driver's license
- Extensive statewide travel with overnight stays

Position Desirables

- Ability to analyze information and prepare concise cohesive analytical reports with recommendations that comply with federal regulations
- Working knowledge of Microsoft Office Suite, including Access
- Extensive knowledge of composition, grammar, spelling, and punctuation
- Excellent customer service skills
- Extensive knowledge of office practices, procedures, and programs
- Effective oral and written communication skills
- Detail-oriented
- Strong organizational skills with the ability to work on multiple tasks simultaneously

Work Hours: 8:00 A.M. - 4:30 P.M. Monday - Friday

Work Location: 2300 S Dirksen Pkwy Springfield, IL 62764-0001

Office: Office of Business and Workforce Diversity/Bureau of Small Business Enterprises

Agency Contact: DOT.CONTACTHR@ILLINOIS.GOV

Job Family: Transportation; Fiscal, Finance & Procurement; Legal, Audit & Compliance

APPLICATION INSTRUCTIONS

Use the "Apply" button at the top right or bottom right of this posting to begin the application process.

If you are not already signed in, you will be prompted to do so.

State employees should sign in to the career portal for State of Illinois employees – a link is available at the top left of the Illinois.jobs2web.com homepage in the blue ribbon.

Non-State employees should log in on the using the "View Profile" link in the top right of the Illinois.jobs2web.com homepage in the blue ribbon. If you have never before signed in, you will be prompted to create an account.

If you have questions about how to apply, please see the following resources:

State employees: Log in to the career portal for State employees and review the Internal Candidate Application Job Aid

Non-State employees: on Illinois.jobs2web.com – click “Application Procedures” in the footer of every page of the website.

The main form of communication will be through email. Please check your “junk mail”, “spam”, or “other” folder for communication(s) regarding any submitted application(s). You may receive emails from the following addresses:

- donotreply@SIL-P1.ns2cloud.com
- systems@SIL-P1.ns2cloud.com